

TEST TAKING TIPS...

- YOU are **PREPARED** and **YOU TEST WELL!** So be Positive and Relax. Review this workbook **BEFORE THE CLASS**, take the **practice 100-question test**, and then **RELAX!**
- **Get a good night's sleep and dress comfortably for the class & the exam.** Remember, passing score is 70%, which means you need to get 21 correct out of the 30 questions or can miss 9 of the 30 questions and become a Notary Public!
- **Listen to the proctor and follow directions.** Don't give the proctors any feeling that you have wandering eyes or have notes hidden on you. If they think you are cheating in any way, you will be told to leave and not be allowed to take the test again...ever.
- **Take your time.** You don't get bonus points for being the first one done!
- **You are allowed to write in the Exam booklet.** You can mark your answers in the exam booklet and then transfer them onto your official answer sheet. Make sure you line up the answers on the answer sheet to the right question on the test and mark them correctly. Don't be "OFF A BUBBLE" on your answer sheet.
- **Read each question carefully.** Don't read more into the question than is there. If you know the answer, check to see if your answer is included as a possible answer.
- **Look at all of the four answers.** Look for possible combination answers, such as "A & B".
- **Look also for limiting words and answers.**
"MOST CORRECT" "LEAST CORRECT" "NEVER" "ALWAYS"
"ALL of THE ABOVE" "EXCEPT" "NONE of THE ABOVE"
- **Look for the "best answer" to the question.** Eliminate the wrong answers first. Usually 2 out of the 4 answers will be easy to determine as being wrong.
- **Go through the test and answer all of the questions that you know the answers to first,** then go back to the questions you're not sure of. If you don't have the slightest clue about an answer...GUESS! You are not penalized for wrong answers, so answer all of the questions.

If you find there are questions on the test that you were not ready for, please let us know, so that we can clarify any questions that you might have concerning notary law and procedures.

DONT FORGET to bring your workbook to class if you received it prior to your class and to always have it handy to use as a Reference Guide!